

Save America's Treasures

FY 2010 Historic Preservation Fund Grants to Preserve Nationally Significant Historic Properties and Collections

GUIDELINES & APPLICATION INSTRUCTIONS

Applications are invited for **Federal Save America's Treasures Grants** administered by the National Park Service (NPS) in partnership with the National Endowment for the Arts, the National Endowment for the Humanities, the Institute of Museum and Library Services, and the President's Committee on the Arts and the Humanities.

Save America's Treasures grants are available for preservation and conservation work on nationally significant historic properties and collections. Grants are awarded through a competitive process and require a dollar-for-dollar, non-Federal match (or cost-share). **The minimum grant request for historic collections projects is \$25,000 Federal share; the minimum grant request for historic property projects is \$125,000 Federal share. The maximum grant request for all projects is \$700,000 Federal share.** The Save America's Treasures Grants Selection Panel may, at its discretion, award less than the minimum grant request. A list of past, funded projects can be found at the following website www.nps.gov/history/hps/treasures/search.htm. This list gives examples of the activities supported by these grants.

Eligible activities, selection criteria, administrative and funding requirements, and application submission instructions follow. Applicants should review these Guidelines and Application Instructions in detail before completing the application.

Applications are being accepted electronically through www.grants.gov.

Deadline: Friday, May 21, 2010, 11:59 pm Eastern Time.

WHO MAY APPLY

- Federal Agencies funded by the Department of the Interior and Related Agencies Appropriations Act.

*Advisory Council on Historic Preservation
Bureau of Indian Affairs
Bureau of Land Management
U.S. Commission of Fine Arts
Department of Energy
Holocaust Memorial Commission
Indian Health Service
Institute of American Indian & Alaska Native
Culture & Arts Development
Kennedy Center for the Performing Arts
Minerals Management Service
National Capital Planning Commission
National Endowment for the Arts*

*National Endowment for the Humanities
National Gallery of Art
National Park Service
Office of Navajo & Hopi Relocation
Office of Surface Mining Reclamation &
Enforcement
Presidio Trust
Smithsonian Institution
U.S. Fish and Wildlife Service
U.S. Forest Service
U.S. Geological Survey
Woodrow Wilson International Center for
Scholars*

- Other Federal agencies collaborating with a nonprofit partner to preserve the historic properties or collections owned by the Federal agency may submit applications through the nonprofit partner.
- Nonprofit, tax-exempt 501(c), U.S. organizations.
- Units of state or local government.
- Federally-recognized Indian Tribes.
- Historic properties and collections associated with active religious organizations

WHAT IS FUNDED

Preservation and/or conservation work on nationally significant historic properties and collections. Collections include artifacts, museum collections, documents, sculpture, and other works of art (hereinafter collections). Historic properties include historic districts, buildings, sites, structures and objects (hereinafter historic properties).

WHAT IS NOT FUNDED

- Acquisition (i.e. purchase in fee simple or interest) of collections or historic properties
- Survey or inventory of historic properties or cataloging of collections
- Long-term maintenance or curatorial work beyond the grant period
- Interpretive or training programs
- Reconstruction of historic properties (i.e. recreating all or a significant portion of a historic property that no longer exists)
- Moving historic properties or work on historic properties that have been moved
- Construction of new buildings
- Historic structure reports and collection condition assessments, unless they are a component of a larger project funded by this grant proposal
- Cash reserves, endowments or revolving funds. Funds must be expended within the grant period, which is generally 2 to 3 years, and may not be used to create an endowment or revolving fund or otherwise spent over many years
- Costs of fund-raising campaigns
- Costs of work performed prior to announcement of award
- For Federal agency grantees – Federal salaries, agency overhead, or administrative costs

GRANT AMOUNTS

- **Collections projects** – minimum request \$25,000 Federal share, maximum request \$700,000 Federal share.
 - **Property projects** – minimum request \$125,000 Federal share, maximum request \$700,000 Federal share.
- Please note that the selection panel may, at its discretion, award less than the minimum grant request.

ADMINISTRATIVE AND FUNDING REQUIREMENTS

- **A dollar-for-dollar non-Federal match (and/or cost-share) is required for all projects.** Federal appropriations or other Federal grants, except Community Development Block Grants (CDBG) grants from the Department of Housing and Urban Development, may not be used for match. The non-Federal match may be cash, donated services, or use of equipment. It may be raised and spent during the grant period; it does not have to be “in the bank” at the time of the application.
- The grant period is generally 2 to 3 years.
- Grantees may only charge costs for time and/or materials directly related to performing project work.
- Administration and indirect costs pursuant to a current Federally-approved Indirect Cost Rate may be no more than 25% of the total of both the grant and non-Federal match. This limit is stipulated in Section 102(e) of the National Historic Preservation Act, as amended.
- Grantees must have a DUNS number to receive reimbursements. To determine if your organization has a DUNS number or to request a free number, see Dun & Bradstreet’s website, www.dnb.com/US/duns_update/index.
- **By law, no individual property or collection may receive more than one Federal Save America’s Treasures grant.**

Projects funded under this program constitute “undertakings” as defined by Section 106 of the National Historic Preservation Act, as amended (16 U.S.C. 470). Accordingly, after the grant is awarded, grant recipients must complete the consultation process with their State Historic Preservation Officer and the National Park Service **prior to receiving funds from their grant account.**

- The purpose of the consultation is to ensure that project work meets the *Secretary of the Interior’s Standards for the Treatment of Historic Properties*. Additional information about the Standards may be found on the National Park Service website at www.nps.gov/history/hps/tps/standguide.

For historic properties –

- Section 102(a)(5) of the National Historic Preservation Act stipulates that “no grant may be made under this Act . . . unless the grantee has agreed to assume, after completion of the project, the total cost of the continued maintenance, repair, and administration of the property in a manner satisfactory to the Secretary.” In order to implement this statutory requirement, all Save America’s Treasures grantees must ensure that the property owner encumbers the title to the grant-assisted historic property with a preservation easement or covenant running with the land, in favor of and enforceable in court by the State Historic Preservation Office, for a term of 50 years. The easement or covenant must cover the significant, character-defining features of both the exterior and the interior of the historic property. The preservation easement/covenant must stipulate that the owners and their successors in interest, if any, shall repair, maintain, and administer the premises so

as to preserve the historical integrity of the features, materials, appearance, workmanship, and setting that made the property eligible for listing on the National Register of Historic Places.

- Federal assistance for the repair and development of historic properties is provided only for the benefit of the public. Accordingly, interior work (other than mechanical systems such as plumbing or wiring) or work not visible from a public right-of-way must be open to the public at published times at least 12 days a year during the 50-year term of the preservation easement or covenant.

SELECTION PROCESS

The Save America's Treasures Grants Selection Panel, a panel of experts representing applicable preservation and conservation disciplines, will rank applications and make funding recommendations to the Secretary of the Interior. The Secretary of the Interior, in consultation with the President's Committee on the Arts and the Humanities, will select successful applicants and forward selections to the House and Senate Committees on Appropriations for concurrence. Awards will be announced after the Committees' concurrence and not before late 2010.

EVALUATION AND CRITERIA

Complete applications will be evaluated using the following criteria: National Significance, Immediacy/Severity of Threat, Proposed Mitigation of Threat and Feasibility of Project. Projects located in underfunded locations will receive bonus points. Reviewers' evaluations are based **solely** on the material provided in the application. **Additional materials not specifically required by the application, and materials sent separately from the application, will not be considered.**

APPLICATION SUBMISSION

Please submit applications electronically through www.grants.gov. **Applications not received by the deadline, and incomplete applications, will not be considered.**

All application materials, including photographs, become the property of the National Park Service and may be reproduced by NPS or its partner organizations without permission; appropriate credit will be given for any such use. Additional materials not specifically approved by NPS, and materials sent separately from the application, will be discarded.

A complete application package must include: (Please see Instructions on how to complete all of the attachments)

Completed *SF424*, **Application for Federal Assistance**

"Attachments Form" with the following attachments:

- Attachment 1: **NPS Supplementary Cover Sheet for National Park Service Grants**
- Attachment 2: **Narrative Form**
- Attachment 3: **Budget Form**
- Attachment 4: **Project Images Form**
- Attachment 5: **Project Timeline** (may be included in narrative or submitted as separate attachment)
- Attachment 6: **Proof of Nonprofit Status** (if applicable)
- Attachment 7: **Letter of Permission from Owner** (if applicable)
- Attachment 8: **Budget Narrative** (if applicable)

***Letters of support are not considered in the review of Save America's Treasures grant applications and should not be included in your submission.**

Questions regarding the content of the applications can be directed to:

Collections:

[National Endowment for the Arts](#)

Telephone 202.682.5457

E-mail mclaughm@arts.gov

[National Endowment for the Humanities](#)

Telephone 202 606-8570

E-mail lword@neh.gov

[Institute of Museum and Library Sciences](#)

Telephone 202-653-4674

E-mail chenry@imls.gov

Properties:

[National Park Service](#)

Telephone 202.354.2020, ext. 1

E-mail NPS_Treasures@nps.gov



REGISTER OR VERIFY REGISTRATION WITH GRANTS.GOV

All Grant applications are being accepted electronically via www.grants.gov. Please review the steps for registration on Grants.gov at <http://www07.grants.gov/applicants/applicants.jsp>. Once registered, the organization may then **submit** completed applications for any government grant program on the Grants.gov website.

If you have not registered, please note that it takes four days to **four weeks** for a new registration to be processed on Grants.gov.

You may download the SAT application package and forms without a registered account. However, only an Authorized Organization Representative (AOR) registered with Grants.gov will be able to successfully **submit a complete application package**.



DOWNLOAD THE FREE ADOBE READER 9.3 (OR MOST RECENT VERSION) SOFTWARE

In order to fill out a Grants.gov application package, you will need to download and install Adobe Reader version 9.3 (or latest version) software. This software is available at no charge at <http://get.adobe.com/reader/otherversions/>. See your system administrator, if you have a problem installing Adobe Reader 9.3. Additional information about software may be found on [Grants.gov](http://www.grants.gov).

If one or more person is working on the application package, ALL applicants must be using the same software version.



DOWNLOAD APPLICATION PACKAGE from <http://www.nps.gov/history/hps/treasures/application.htm>.

You must download the 2010 versions of the forms. Do not use forms from past years.

COMPLETE APPLICATION USING THE FLOW CHART (ON FOLLOWING PAGE).

To submit your application (referred to as the "application package,") you will need to download all of the required forms from Grants.gov and the NPS website to your computer. They can be downloaded at any time; you do not have to wait for your Grants.gov registration to be complete. ***It is recommended that the application and required attached forms be saved to your computer.***

Tip -- You can save your Grants.gov application package at any time by clicking the "Save" button at the top of the "SF424-Application for Federal Domestic Assistance" form.

Tip -- If you choose to save your application package before you have completed it, you may receive an error message indicating that your application is not valid if all of the forms have not been completed. Click "OK" to save your work and complete the package another time. You can also use e-mail to share the application package with members of your organization or project team.

FLOW CHART FOR DOWNLOADING AND SUBMITTING THE SAVE AMERICA'S TREASURES (SAT) APPLICATION GRANT FORMS

If you are not registered on Grants.gov, go to <http://www.grants.gov/assets/OrgRegUserGuide.pdf> and register. You can work on the SAT application at the same time as you are getting registered.

Begin at the NPS SAT website: <http://www.nps.gov/history/hps/treasures/application.htm>
Download the SAT 2010 Grant Forms (do not use forms from past years) on this site to your computer. (Print out the *Guidelines and Instructions*. You will need them to complete the grant forms).

Go to www.grants.gov and in left-column (red box), select "Find Grant Opportunities".

Select "Basic Search." Enter **NPS-SAT2010** "under Funding Opportunity Number"
Click on "Search".

Click on "Save America's Treasures". On the following screen, click on "Application" in the upper right-hand corner.

Select "download" under Instructions and Application (bottom-right).

Click on "Download Application Package".

Enter project title in "Application Filing Name"

Under "Mandatory Documents" select and click on arrow to move *SF424 Form* and *Attachments* to the right;

They should now be in box labeled "Mandatory Documents for Submission".

Click on the SF 424 Form and then click "open form".

Complete the SF424 Form following the *SAT Guidelines & Instructions*. Do not yet attach any forms to the Attachments form (which follows the SF424 as you scroll down). You can edit these forms later.

Click on "**Save**" (**NOT** Save/Submit) at the very top of the form to save them to your computer. You will only click "Save & Submit" once you have completed all the forms and attached them to the *Attachments* form.

Now, carefully follow the *SAT Guidelines and Instructions* to complete the downloaded forms correctly and attach them to the *Attachments* form.

Once you have completed and attached the required forms to the *Attachments* form, select "**Save**" to save your package. If errors are found, select the "**Check Package for Errors**" button which will identify each error. If there are no errors, when you save the package the "**Save & Submit**" button will be activated.

Click on "Save/Submit"

DIRECTIONS FOR COMPLETING THE SF424, APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE FORM

Select the SF424 from the Mandatory Documents box, click on the arrow to move it to the right (as described in the flow chart) and then click on *SF424 Mandatory Form* to open. Follow the directions on the Flow Chart to save the form after completing it.

Please provide the following information (some information may automatically appear):

1. **Type of Submission:** Check “Application”
2. **Type of Application:** Check “New”
3. **Date Received:** Field completed by Grants.gov upon submission
4. **Applicant Identifier:** Leave field blank
5. **Federal Entity Identifier/Federal Award Identifier:** Leave fields blank
6. **Date Reviewed by State:** Leave field blank
7. **State Application Identifier:** Leave field blank
8. **Applicant Information:** In sections a-f, complete all applicable fields

* All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution’s grant administrator or chief financial officer to obtain their institution’s DUNS number. Applicants that do not have a number can obtain one, free of charge, by calling 1-866-705-5711.

Legal Name – This is the name of the organization that has registered with the Central Control Registry (CCR). Information about registering with CCR can be found on Grants.gov.

* Address – The zip code entered must include a hyphen and then 4 digits to form an “extended” zip code (ex: 20009-2212). If you do not know the last 4 digits of your zip code, enter “0000”..

You must include a “Prefix” under box f (Mr./Mrs./Ms./ Dr. etc.)

9. **Type of Applicant:** Choose from below and enter the letter that indicates the applicant’s organizational type(s). For the majority of applicants, only one box under this question is necessary. If a Federal Agency please enter “Other” and then type “Federal Agency.”

Eligible applicant types are listed below:

State Government
County Government
City or Township Government
Special District Government
Regional Organization
U.S. Territory or Possession
Independent School District
Public/State Controlled Institution of Higher Education
Indian/Native American Tribal Government
(Federally Recognized)

Non-Profit
Private Institute of Higher Education
Historically Black Colleges and Universities
Hispanic Serving Institutions (nonprofit or governmental)
Tribally Controlled Colleges and Institutions
Alaska Native and Native Hawaiian Serving Institutions
Other (includes: Federal Agencies – see grant guidelines page 1)

10. **Name of Federal Agency:** Field will populate automatically
11. **Catalog of Federal Domestic Assistance Number and Title:** Field will populate automatically

- 12. Funding Opportunity Number and Title:** Field will populate automatically
- 13. Competition Identification Number:** Field will populate automatically
- 14. Areas Affected by the Project:** Leave field blank. DO NOT "ADD ATTACHMENTS"
- 15. Descriptive Title of Applicant's Project:** Enter the name of your project, keeping it as short as possible (Example: Restoration of the Gardens of Monticello). DO NOT "ADD ATTACHMENTS".
- 16. Congressional Districts of Applicant and Project:** Enter the number of the Congressional District where the applicant, and the project, is located. Congressional district numbers can be searched by zip code on the House of Representatives website at: <http://www.house.gov/>. DO NOT "ADD ATTACHMENTS".
- Enter in the following format: Two-letter State Abbreviation plus 3 Character District Number.
(Example: CA-005 for California, fifth district)
- If your project or organization is in a place that doesn't have a congressional district (e.g. it is in a state or U.S. territory that doesn't have districts), enter "00-000" in the field. If all districts in your state are affected, enter "all" for the district code. (Example: CA-all)
- 17. Proposed Project Start and End Date:** Enter a proposed start date. Start dates begin at least 6 months from the application due date.
- 18. Estimated Funding:** Enter the amount of federal grant funds you are requesting in the "federal" field and the amount of matching share/in-kind donation being supplied by any other organizations in the appropriate fields. If no funds are coming from a source, enter a "zero" in the field. This can be edited later if necessary.
- 19. Is applicant Subject to Review by State Under Executive Order 12372 Process:** Check box "c" as the Save America's Treasure program is exempt from this Executive Order.
- 20. Is applicant Delinquent on any Federal Debt:** Check "yes" or "no". If you answer yes, you must provide an explanation as an attachment.
- 21. Electronic Signature and Authorized Representative information:** Read the statement in box 21 and check "I agree" if you want to continue the application process.

Authorized Representative: Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the President, Vice-President, Executive Director, Provost, or Chancellor. In order to become an AOR, the person must be designated by the institution's E-Business Point of Contact.

You must include a "Prefix" under box f (Mr./Mrs./Ms./ Dr. etc.)

For more information, please consult the Grants.Gov user guide, which is available at:
<http://www.grants.gov/applicants/resources.jsp>.

DIRECTIONS FOR COMPLETING THE NPS SUPPLEMENTARY COVER SHEET FOR NATIONAL PARK SERVICE GRANTS

1. Historic Property or Collection Name:

Provide the name of the collection or the name of the property. All historic properties (but not collections) must be listed on the National Register (for national significance), or as a National Historic Landmark, in order to be eligible for this grant. Please provide name (and number, if possible) of the official nomination document. If you need help finding a property's "official" name and number, contact your State Historic Preservation Office. Contact information can be found at <http://www.ncshpo.org/find/index.htm>.

2. Historic Property or Collection Address:

Provide the address of the collection's location or the property's address as listed on the National Register/National Historic Landmark nomination. If you need help finding this address, contact your State Historic Preservation Office. Contact information can be found at <http://www.ncshpo.org/find/index.htm>.

3. Type of Project:

Check only one box. If your project falls into more than one category, choose the one where the majority of funds will be spent.

4. Does the applicant own this historic property or collection? Select Yes or No from the drop down menu.

If the applicant does not own this property, attach a letter explaining the relationship between the owner and the applicant and the authority under which the applicant will be the grantee of record to undertake work on the property or collection. The letter must be on the owner's letterhead and must be signed by the owner's authorizing official. This should be Attachment 7: Letter of Permission from Owner.

5. Is the applicant a Nonprofit Organization:

Select Yes or No from the drop down menu. If the applicant is a nonprofit, 501c(3), a copy of the Federal IRS letter indicating the applicant's eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended, must be attached.

- **Please note** – A letter of sales tax exemption is not acceptable as proof of nonprofit status.

6. Amount Requested:

Federal Share: Enter the amount of Federal funds you are requesting for this project.

Matching Share: Enter the amount of nonfederal matching funds/cost share being used for this project.

Total - The total project budget will self-calculate.

7. Total Has the Applicant Received a Save America's Treasures Grant In the Past? Select Yes or No from the drop down menu. If yes, provide the name of the property or collection for which the grant funds supported.

8. Is the Property/Object/Site/Structure listed on the National Register of Historic Places or Listed as a National Historic Landmark? Check the appropriate designation for your historic property (A or B). This question does not apply to collections projects.

9. Project Summary:

Provide a summary of your project. This should simply state the major goal(s) of this project. You are limited to the space provided.

*** To save your information, use the "Save Form" button at the top of the form.**

DIRECTIONS FOR COMPLETING THE NARRATIVE FORM

All questions must be answered in the space provided (one page or about 500 words). If additional space is needed to describe the “Severity of the Threat” or the “Mitigation of the Threat”, an additional page is provided at the end of the Narrative Form. Please remember, reviewers prefer clear and concise narratives.

The Narrative Form will accept only text (underscores, italics, bullets, and bold fonts are accepted, but some foreign characters may not be compatible) – Do NOT embed images (charts, graphs, tables) or other PDFs in the text.

TIP: Compose the narrative in your word processor of choice and cut/paste into the form.

NATIONAL SIGNIFICANCE

The historic collection or property must be **nationally significant**. Collections or properties not meeting this criterion will receive no further consideration. The quality of national significance is ascribed to historic collections and properties that possess exceptional value or quality in illustrating or interpreting the intellectual and cultural heritage and the built environment of the United States, that possess a high degree of integrity, and that:

- *Are associated with events that have made a significant contribution to, and are identified with, or that outstandingly represent the broad patterns of United States history and culture and from which an understanding and appreciation of those patterns may be gained; or,*
- *Are associated importantly with the lives of persons nationally significant in United States history or culture; or,*
- *Represent great historic, cultural, artistic, or scholarly ideas or ideals of the American people; or,*
- *Embody the distinguishing characteristics of a resource type that:*
 - *Is exceptionally valuable for the study of a period or theme of United States history or culture; or*
 - *Represents a significant, distinctive and exceptional entity whose components may lack individual distinction but that collectively form an entity of exceptional historical, artistic or cultural significance (e.g., an historic district with national significance), or*
 - *Outstandingly commemorates or illustrates a way of life or culture; or,*
- *Have yielded or may yield information of major importance by revealing or by shedding light upon periods or themes of United States history or culture.*

For projects involving properties, explain the reasons why the property is nationally significant.

For projects involving collections, describe the nature, size, and intellectual, artistic, or historic content of the selected collection. Provide information about the collection's current and past use or potential future use to further illustrate its importance.

Space is limited to one page for significance.

SEVERITY OF THREAT TO PROPERTY OR COLLECTION

The historic collection or property must be threatened or endangered, and the application must document the urgent preservation and/or conservation need. The application must describe the current condition of the collection or property and explain how further threat is imminent. The nature, extent, and severity of the threat, danger or damage to the collection or historic property must be clearly and convincingly argued in the application narrative and illustrated in the required images.

- Describe the current condition of the historic collection or property and explain how it is threatened or endangered. The source(s), nature, extent, and severity of the threat, danger or damage to the collection or property must be clearly and convincingly argued. Space is limited to one page for threat.

HOW EFFECTIVELY THE PROJECT MITIGATES THE THREAT

Projects must substantially mitigate or eliminate the threat, danger, or damage described must have a clear public benefit (for example, historic places open for visitation or collections available for public viewing or scholarly research). Please clearly state what preservation or conservation activities will be undertaken as part of this project. These activities must be tied to the timeline and budget. Space is limited to two pages for mitigation of threat.

Collections and Properties must address the following points:

- Describe the key project activities and products to be supported by this grant and the non-Federal match.
- Describe how the work will significantly diminish or eliminate the threat, danger, or damage to the historic property or collection.
- Explain any pre-project planning or research, such as Historic Structures Reports or Collection Condition Assessments, on which project decisions are based.
- List the key personnel undertaking the work and briefly describe their qualifications. If personnel have not been selected, briefly describe the qualifications you will require. Consultants must be selected competitively and their qualifications reviewed and approved by Federal agency overseeing the grant.
- Describe how the project will have a clear public benefit.
- Explain how your organization will ensure continued maintenance of the historic property or collection in the context of your organization-wide preservation or conservation activities.

Historic Properties must also address the following points:

- If this application is for one component of a larger project, has that project begun? If so, what work has been completed? Has the ongoing work been reviewed by the State Historic Preservation Office?
- If the building will have a new use after the grant funded work is complete, what is that use?
- Is any new construction planned in the vicinity of the historic property?

TIMELINE, MATCHING SHARE AND BUDGET (PROJECT FEASIBILITY)

The project must be feasible (i.e. able to be completed within the proposed activities, schedule, and budget described in the application), and the application must adequately document the required non-Federal match. The budget must be clear, and all work elements must be eligible, reasonable, and directly relevant to the project. All items in the budget must be justified in the narrative. Should your application be successful, the period of support will be negotiated by you and the funding agency, but are typically 1-3 years. No work undertaken before a grant is awarded will be supported by grant funds.

- **Provide a timeline for project completion.**
Include each major activity with a schedule for its completion and its cost. A timeline may be included within the narrative or, if more space is needed, may be created separately and submitted as a PDF to the Attachment Form (no longer than one page).
- **What are the sources of the non-federal match? (the text box for this question are on the budget form)**
List the **secured** and **proposed** sources and amounts of the required dollar-for-dollar non-Federal match, which can be cash, donated services, or use of equipment in the appropriate box. Federal appropriations or other Federal grants, except CDBG grants from the Department of Housing and Urban Development, may not be used for match. All non-Federal matching-share must be used during the grant period for the proposed project. **If the match is not secured**, explain how it will be raised. Include information about specific fund-raising projects or other grants that are being sought as matching share in the "Notes" field. Discuss past successes in fund-raising efforts. Additional budget information will be placed in the Budget Form.

*** To save your information, use the "Save Form" button at the top of the form.**

DIRECTIONS FOR COMPLETING THE BUDGET FORM

General Notes:

- Total grant administration and indirect costs may not exceed 25% of the total grant budget.
- Dollar signs and commas cannot be entered into numeric fields.
- All dollar amounts should be rounded-off to the nearest dollar.

Personnel Costs: Personnel are staff employed by the agency/organization applying for the grant. Personnel costs reimbursed by Federal Share or counted as matching share may only include time spent working directly on the grant project and must be calculated as a percentage of time/salary. Federal employee salaries may not be paid through grant funds or counted as matching share under this grant. Detailed time sheets must be kept, in accordance with OMB Cost Principles, if personnel costs are charged to the grant.

Example: John Smith, Engineer - \$80,000/annual x 20% of time working on project = \$16,000
(hourly wages must be recalculated as salaries)

Fringe Benefits: Fringe Benefit rates charged to the grant may not exceed what is currently provided by the organization/agency. If you are charging fringe benefits to this grant, or counting it as matching share, insert the rate amount by the appropriate name.

Consultant Fees: Consultant fees may be entered as a "Flat Rate" or as "No. of Days" x "Daily Rate." Use only one method for stating consultant fees. If using "Days x Rate" daily rates may not exceed 120% of a federal position, grade GS-15, step 10. Please see the Office of Management and Budget website for current Government Pay Scale Schedules at <http://www.opm.gov/oqa/10tables/indexGS.asp>.

Consultants paid under a Save America's Treasures grant must be competitively selected, be approved by the awarding agency prior to signing the contract and may not participate in the development or review of the Request for Proposals.

Travel and Per Diem: All travel must be justified in the project narrative. Per Diem costs may not exceed the federally approved rates. 2010 federal per diem, and Privately-Owned Vehicle (POV) mileage, rates can be found at General Services Administration website: www.gsa.gov.

Supplies: Supplies include non construction/conservation items costing less than \$5,000, with a useful life of less than two years, and necessary to complete the proposed project.

Equipment: Equipment includes non construction/conservation items costing \$5,000 or more, with a useful life of more than two years, and necessary to complete the proposed project. If you are renting equipment, include the daily/weekly rental costs and number of days for the rental in the item description and enter total rental cost in the cost column. (Example: Truck rental - \$600/per week x 2 weeks = 12,000)

Construction/Conservation Materials and Labor: All construction/conservation items and labor related to the proposed project. Contingency and miscellaneous line items are not allowable.

Other: This category is for any costs not included in the previous line-items or additional items that could not be included above due to space limitations. (**Indirect Costs:** Applicants must have an approved Indirect Cost Rate Agreement to charge Indirect Costs to the grant project).

Matching Share: Please see instruction on page 10 of instructions for information on matching share.

Notes: Please state whether your proposed budget is for one year or two years.

Budget Narrative: Additional space for break-out item costs or to provide an explanation for specific expenses. You may attach a one page Budget Narrative (PDF) as Attachment 8 to the "Attachments" form if necessary.

* To save your information, use the "Save Form" button at the top of the form.

DIRECTIONS FOR COMPLETING THE PROJECT IMAGES FORM

***You must use Adobe 9.3 (or most recent version) to complete this form**

TIPS: The Project Images Form provides a text box to label each image. The text box scrolls so that all text can be read without enlarging the text box, however the amount of text space available is limited.

Image boxes are sized to a horizontal format – equivalent to a 4x6 inch print image. A vertically formatted image may be either 1) cropped or 2) rotated 90-degrees. We recommend using .jpg graphic format.

Image Size – Images should be limited to a maximum size of 300 KB each with a maximum resolution size of 1600 x 1200. Those using large images risk not being able to submit their application through Grants.gov.

Project Images Form: Photographic Documentation

A minimum of four (4), and maximum of twenty (20), color/B&W, digital images of the property or collection must be submitted, inserting them into “image” boxes.

For Properties - Images must include views of the historic property (showing entire building/property or collection) and views specifically documenting the threat or damage to the property or collection. Images must be labeled and must be of high enough resolution to see detail.

For Collections – Photos should give a clear sense of the contents of your collection, its current state, and (if appropriate) any issues related to its current storage or exhibition space.

All images should be saved as .jpg files before loading them into the Images form. The Images form will hold the digital images in standardized boxes. Each image box has a label below for a brief description of the image.

To insert the image, click on the empty box above the label field, once prompted for the folder location – select the folder and image desired – and click open.

Vertical images will load into the horizontal image boxes and will maintain their original aspect ratio (meaning they will not be stretched horizontally). You may insert vertical images horizontally to keep the image a larger size.

*** To save your information, use the “Save Form” button at the top of the form.**

DIRECTIONS FOR COMPLETING THE ATTACHMENT FORM DOWNLOADED FROM GRANTS.GOV

You will use the *Attachments* form downloaded from grants.gov to attach all of the forms that are part of your SAT grant application. If your application requires Attachments 5, 6, 7, or 8 please scan the documents and save them in PDF format. Then attach them to this form using the specified file names below.

All attachments **must** be in a Portable Document Format (PDF). No other word processing or spreadsheet formats will be accepted. Do not set password security on files. Many different programs can be used to convert files into a PDF. If you need assistance in doing this, please go to the following site for additional information
http://www.grants.gov/help/download_software.jsp

The Attachment Form allows for numerous attachments. Please name your files and attach them in the following order, and use the specified file name, so that our office can identify the required items.

Attachment 1: The **Save America's Treasures Cover form**. Please name the file "SAT_Cover.pdf"

Attachment 2: The **Project Narrative Form**. Please name this file "SAT_Narrative.pdf"

Attachment 3: The detailed **Budget Form**. Please name this file "SAT_Budget.pdf"

Attachment 4: The **Project Images Form**. Please name this file "SAT_Images.pdf"

Attachment 5: If you could not include your project timeline in your narrative, you may attach a one page **Project Timeline**. Please name this file "SAT_Timeline.pdf"

Attachment 6: If applicable, attach a copy of the **Proof of Nonprofit Status**. Please name this file "SAT_NonprofitStatus.pdf"

Attachment 7: If applicable, attach a copy of a **Letter of Permission from the Property Owner**. Please name this file "SAT_OwnerPermission.pdf"

Attachment 8: If applicable, attach a **Budget Narrative**. Please name this file "SAT_BudgetNarrative.pdf"

*** Do not embed any additional PDFs within any of the PDF attachments. Letters of support are not considered in the review of Save America's Treasures grant applications and should not be included in your submission.**

Attachment 9-15 must be empty unless approval has been received by NPS.

If additional attachments are essential, you may contact NPS for approval to attach them to the attachments form. Unapproved attachments will be discarded. All additional, approved multi-page attachments must be bundled into a single PDF.

***Once all pieces of the application are complete, “Save and Submit” them to Grants.gov.**

- Once you complete and submit your application, you will see a confirmation screen on Grants.gov explaining that your submission is being processed. A link will be provided to track your application. It is important to retain the application tracking number that you receive in the application submission confirmation screen and email in order to track your application on Grants.gov.
- Grants.gov will send email messages to advise you of the progress of your application through the system. One of these will be an email confirming that the application is being reviewed by the “Grantor Agency” which is the National Park Service.

You will also receive two emails directly from the National Park Service (NPS):

- one confirming that NPS downloaded your application (you will get this within a week of the application deadline; and,
- a second, within two weeks of the application deadline, stating that NPS was able to successfully open all of the application forms. If NPS is unable to open the forms, but can access your contact information, you will be contacted with further instructions.

If you do not receive confirmation from Grants.gov, please contact them at the number below.

If you do not receive both confirmations from the National Park Service, please contact us at the number below.

FOR ADDITIONAL INFORMATION

Applicants can address technical questions to:

Grants.gov Application and Registration

Telephone: 800.518.4726
E-Mail: support@grants.gov
Web: www.grants.gov

NPS.gov Application Forms

Telephone: 202.354.2020 X-1
E-mail: NPS_Treasures@nps.gov
Web: <http://www.nps.gov/history/hps/treasures/application.htm>